

*MEDDAC MEMORANDUM 37-1
DEPARTMENT OF THE ARMY
U.S. ARMY MEDICAL DEPARTMENT ACTIVITY
Fort Huachuca, Arizona 85613-7040

MEDDAC Memorandum
No. 37-1

14 February 2005

Financial Administration
TIME AND ATTENDANCE REPORTING

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1. HISTORY: This issue publishes a revision of this publication.
2. PURPOSE: To delineate responsibility in keeping of Time and Attendance reports on civilian personnel and Time Schedule Worksheets on all personnel assigned to U.S. Army Medical Department Activity (MEDDAC), Fort Huachuca, Arizona.
3. SCOPE: Applicable to all military and civilian personnel assigned to USA MEDDAC, Fort Huachuca, Arizona.
4. REFERENCES:
 - 4.1 TIME AND ATTENDANCE REPORTING FOR THE STANDARD ARMY CIVILIAN PAYROLL SYSTEM (STARCIPS)
 - 4.2 Time and Attendance Users Manual.
 - 4.3 DCPS-UM-04, Release 97-4, 9 Nov 97.
 - 4.4 Supervisors Handbook, go to www.wcpoc.army.mil, select site map, under functional areas select Human Resources Development Division, select Civilian Personnel Management Guide for Supervisors March '04.
5. GENERAL:

*This memorandum supercedes MEDDAC Memo 37-1, dtd 25 Mar 01

5.1 No timekeeper will maintain his/her own Time and Attendance Report.

5.2 No timekeeper will maintain his/her supervisor's Time and Attendance Report.

5.3 All timekeepers and supervisors will be familiar with timekeeping regulation DCPS-UM-04, and the Supervisors Handbook.

5.4 Overtime and other premium pay requests will be processed in accordance with Appendix A.

5.5 Uniform Chart of Accounts Personnel (UCAPERS), personnel utilization reporting instructions are included in Appendix B.

5.6 The utilization of intermittent (WAE) employees will be controlled as outlined in Appendix C.

6. RESPONSIBILITY:

6.1 Immediate Supervisor:

6.1.1 Responsible for the timely and accurate preparation, certification and submission of Time and Attendance Reports .

6.1.2 Will ensure that leave, overtime, compensatory time or holiday work is accurately reflected on the Time and Attendance Report and UCAPERS reports.

6.1.3 Only the immediate supervisor can initial corrections to errors on the Time and Attendance Report.

6.1.4 After signing the Time and Attendance Report, the supervisor forwards to the data processor.

6.2 Time Keeper:

6.2.1 Will record on a daily basis, the status of each employee as reported to them by the immediate supervisor.

6.2.2 Will ensure that the immediate supervisor initials corrections to the Time and Attendance Report.

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6.2.3 Will, at the end of the pay period, give the Time and Attendance Report to the immediate supervisor for signature and forwarding to data processor.

6.3 Civilian Personnel Clerk:

6.3.1 Will check to make sure all Time and Attendance reports are input into DFAS.

6.3.2 Will verify that Overtime/Holiday pay was approved.

The proponent of this publication is the Resource Management Division. Users are invited to send comments and suggested improvements on DA Form 2028 directly to the Resource Management Division, RWBAHC, ATTN: MCXJ-RM, Fort Huachuca, Arizona 85613-7040.

FOR THE COMMANDER:

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APPENDIX A

Overtime, Holiday Premium Pay and Compensatory Time

1. Purpose and Scope: The purpose of this appendix is to designate the approving authority and to establish policies, responsibilities and procedures governing overtime, holiday premium pay and compensatory time for civilian employees paid from appropriated funds by the U.S. Army Medical Department Activity, Fort Huachuca.

2. Policy: The following policies will govern the utilization of overtime:

a. Overtime may be authorized for those purposes, which are consistent with the accomplishment of the mission and performance of tasks related to emergency situations listed below:

(1) Unforeseeable situations involving preservation of health, welfare and safety of individuals.

(2) Temporary peak workload or seasonal requirements when overtime is more economical than hiring additional personnel.

(3) Protection of government property.

(4) Unique operating requirements when overtime is more economical than payment of other charges.

b. Overtime, holiday premium pay and compensatory time will be authorized in writing by the approving authority before overtime work is performed. In emergencies, verbal approval will be obtained and confirmed in writing the following duty day.

c. Employees are to be compensated for overtime work as follows:

(1) All wage grade employees are nonexempt from the provisions of the Fair Labor Standards Act (FLSA) and must be paid for overtime worked.

(2) Nonexempt GS employees are nonexempt and exempt employees whose rate of pay does not exceed the maximum scheduled rate of a GS-10 and are normally entitled to overtime but may elect compensatory time in lieu of payment.

(3) Exempt employees whose basic rate of pay exceeds the maximum scheduled rate of GS-10 may be required to use compensatory time in lieu of paid overtime.

(4) Title 38 became effective October 2004.

a. Title 38 covers series 0603 and 0610.

b. Title 38 covers Overtime computation for On Call and Call Back.

c. For further guidance contact the CPO Liaison.

d. All approved compensatory time earned should be entered on both the Time and Attendance cards and the UCAPERS schedules. Compensatory time earned must be taken within 26 pay periods or brought to the attention of the supervisor by the Civilian Liaison so that the time off can be scheduled before payment is required.

e. All overtime and holiday premium pay will be requested and approved utilizing DA Form 5172-R, Request, Authorization for Overtime. The Civilian Personnel clerk will distribute reports to monitor the status of compensatory time. Time earned which is approaching the point of conversion to paid overtime will be brought to the supervisors' attention. A copy of this request, after approval, will be maintained in the division/department for audit purposes.

3. Delegation of Authority:

a. Overtime and holiday premium pay will be approved either by the MEDDAC Commander or the Deputy Commander for Administration (DCA) except for emergency situations during other than normal administrative duty hours, IAW appropriate Civilian Personnel and Finance guidance. The Chief, Resource

Management Office or the Administrative Officer of the Day (AOD) may approve emergency overtime. Overtime approved by the AOD should be noted in the AOD report.

c. Compensatory time for eligible employees may be ordered and approved at the division/department level utilizing DA 5172-R, (Request, Authorization, and Report of Overtime) and maintained in the division/department for audit purposes. Supervisors are responsible for ensuring that overtime work performed, which will be compensated with time off is properly documented and reported on both Time and Attendance Reports and UCA Personnel Utilization System Report.

4. Procedures:

a. Supervisors requesting overtime or holiday premium pay will prepare DA Form 5172-R in the original and one copy (two copies if the requesting supervisor chooses to keep one). The request will be forwarded to Resource Management Division (RMD).

b. The Resource Management Division will determine the cost of the overtime/holiday premium pay, certify the availability of funds and forward it to the DCA for approval.

c. The DCA will review each request for compliance with the provisions of this appendix. If the request is disapproved, both copies will be returned to the requesting work center. The original for approved requests will be forwarded to the Human Resource Division and a copy will be returned to the requesting work center.

APPENDIX B
Uniform Chart of Accounts Personnel Utilization System
(UCAPERS)
Time Schedule Worksheet Maintenance

1. UCAPERS Personnel Time Schedule Worksheets will be maintained by the Time and Attendance Report timekeeper. The supervisor that certifies the T/A reports will authenticate the worksheets, with the following statement: "I certify that I have compared the T/A reports and Personnel Time Schedule Worksheet and they agree and accurately reflect employee time utilization". Questions concerning the proper reporting of time on UCAPERS schedule worksheets will be directed to the MEPRS office, Resource Management Division.
2. Authenticated Personnel Time Schedule will be turned in NLT COB of the first duty day following the end of the week to the T/A Report timekeeper. Authenticated Personnel Time Schedule will be utilized by the responsible work center individual to input time utilization data into the UCAPERS computer NLT COB Tuesday following the end of the week for which the worksheet was maintained. If Monday or Tuesday is a holiday, then complete NLT COB Wednesday. Final Timesheets will be maintained on file in the work center for 5 years (PAM 37-2).
3. If it becomes necessary to make corrections on the previous week's Personnel Time Schedule, contact the MEPRS office for guidance.

APPENDIX C
Intermittent Utilization Control Plan

1. Purpose: The purpose of this plan is to provide an objective method to determine the extent to which intermittent civilian employees can be utilized during any given period.

2. Applicability: The plan is applicable to all MEDDAC elements, which utilize WAE employees.

3. Policy: WAE employees will be utilized if funding is available and as bona fide needs exist to provide staffing during periods of usually heavy workloads or unusual permanent staff absences. WAE's are not intended to be permanent, regularly scheduled employees. Coverage by WAE employees will normally not be authorized for periods of ordinary leave or short illness.

4. Responsibilities:

a. The Resource management Division is responsible for the overall administration of the WAE Utilization Plan.

b. The Chief, Management Analysis/Manpower Branch is responsible for monitoring the actual utilization of WAE employees as reported in the UCA Personnel Utilization System (UCAPERS). Utilization will be verified as necessary by coordinating with the Budget Branch.

c. The Budget Branch is responsible for monitoring the overall civilian pay program and providing guidance to the Resource Management Division as to what level of WAE utilization is affordable.

d. Activity managers: Each activity chief who utilizes a WAE employee is responsible for ensuring that WAE's are utilized only when required under the circumstances described above and that usage is accurately reported through the UCAPERS system. Activity directors must establish internal procedures to ensure that utilization within a time period does not exceed the program established.

e. The Program Budget Advisory Committee (PBAC) is responsible for approving the utilization for each period (i.e., month, quarter).

5. Procedures:

a. On a periodic basis (monthly, quarterly, etc.) the Resource Management Division will develop a proposed utilization plan for a specific period. The proposal will be staffed with the appropriate work center for comments. The proposal will then be presented to the PBAC for approval. The proposal will include the rationale for the utilization level proposed. The period for which utilization programs will be established may vary depending upon the funding available, seasonal factors, permanent staffing levels, etc..

b. The PBAC will evaluate the proposal and the current funding posture and approve a program for the specified time period. The Resource management division will immediately notify activities of the committee's action by memorandum.

c. Activity managers will plan the use of WAE's in accordance with the approved plan. If the manager feels that the approved number of hours is not adequate, then a fully justified request will be submitted through the Resource Management Division to the Deputy Commander for Administration (DCA) for consideration.

d. The Resource Management Division will establish procedures to monitor the actual use of the WAE's.